



# WASHINGTON STATE EMPLOYMENT OPPORTUNITY

---

## WASHINGTON STATE DEPARTMENT OF REVENUE

1025 Union Avenue SE ♦ PO Box 47463 - Olympia, WA 98504-7463  
(360) 570-6181 ♦ FAX (360) 664-0658 ♦ TDD/TTY (360) 664-0580

---

Recruitment  
Announcement #: 4-3-045-OC

Opens: June 11, 2003  
Closes: June 25, 2003

### TAX INFORMATION SPECIALIST 3 (15124)

SALARY: \$3,549 - \$4,540 per month (Range 56)

LOCATION: The register established by this recruitment will be used to fill vacancies as they occur in Lacey and Tumwater.

WHO MAY APPLY: This recruitment is open to all candidates who meet the minimum qualifications. Candidates currently on the register need not reapply. Prior to any new appointment into the Washington State Department of Revenue, a background check will be conducted.

**The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 570-6175, TDD/TTY (360) 664-0580.**

SEND TO: Interested applicants should submit their completed application to the Office of Human Resources, PO Box 47463, Olympia, WA 98504-7463. Applications must be received in the Office of Human Resources by 5:00 p.m. on the closing date of the bulletin. The application form must be filled out completely. No additional information will be accepted after the closing date of the bulletin. Résumés or attachments will not be accepted in lieu of the employment history under Part 4. Your application may not be resubmitted with additional information.

PRIMARY DUTIES: Serves as the senior technical information specialist. Analyzes and interprets laws on complex issues providing written binding opinion on future tax liabilities. Develops and presents taxpayer educational programs for business, industry trade groups and associations. Creates and updates departmental brochures, special notices and other publications. Provides assistance to Taxpayer Rights Advocate in the resolution of disputes between department staff and taxpayers.

MINIMUM QUALIFICATIONS: One year as a Tax Information Specialist 2;

#### OR

A Bachelor's degree in business or public administration, accounting, public finance or closely allied field **AND** three years of professional experience in tax administration, tax auditing, tax collection or program/policy analysis which includes two years of excise tax experience. CPA certification, a Master's degree or equivalent in a Ph.D. program in business or public administration, accounting, public finance, or closely allied field will substitute for two years of experience.

**SEE OTHER SIDE FOR EXAMINATION**

EXAMINATION  
PROCEDURE:

The examination will consist of an evaluation of the applicant's experience and training and a written exercise. The tests will be combined to determine the final ranking score, with the written exercise weighted 60%. Applicants will be scheduled by mail when and where to appear to complete the written exercise. Bring positive identification with you. We will mail you your score, but we cannot tell you your ranking on the list of job applicants.

For each skill (Items 1-3) below, describe the **experiences** and **training** that best demonstrate your abilities. Examples may come from inside or outside the Department of Revenue. Include job titles in reference to your experiences. Please limit responses to between half a page and one page per item.

1. Oral presentation skills. Consider your accomplishments in:

- A. Courses you completed in oral presentation skills.
- B. Presentations given or training conducted. Specify topics, and your role in the presentation. What was the scope of the presentation (office, inter-divisional, statewide, industry-wide audience)? How large were typical audiences?
- C. Communicating effectively with tax professionals (attorneys, CPA's, etc.).
- D. Responding to complex or sensitive issues that made the presentation difficult. What were these issues, and what was your role in developing the presentation?

2. Writing skills. Consider your accomplishments in:

- A. Courses you completed in writing skills.
- B. Writing done in connection with job assignments (correspondence, reports, manuals, etc.).
- C. Special projects in which you reviewed, revised, or created manuals, reports, or other complex documents. Briefly describe the project, its scope, and your role in writing the document (reviewer, primary author, etc.).
- D. Writing complex technical topics involving multiple issues, issues of first impression, etc.
- E. Writing to tax professionals (attorneys, CPA's, etc.)

3. Applying knowledge of State of Washington tax laws. Consider your accomplishments in:

- A. Training you have completed in Washington state's tax laws.
- B. Your experience working with a variety of Washington state's tax laws. Be specific.
- C. Any experiences working with tax issues involving complex businesses. Give two or three examples of the most complex tax issues on which you have worked. Describe the nature of the issues, the companies involved, and your role in the process. What was the outcome of your efforts?

**TAX INFORMATION SPECIALIST 3 (15124)**